



# PURCHASE ORDER

**PO Number: 303-1-0902**

*Requisition Number: 303-1-01822*

**Order Date: 6/24/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Other

Attn: Elyzabeth Strong

**Show numbers on all papers and packages**

## Referenced Source or Vendor

17426115501

COUNTY JUDGES AND COMMISSIONERS ASSOCIATION OF  
TEXAS

500 CHESTNUT ST STE 2000

ABILENE, TX 79606

Sarah Lazarowitz

Phone:325-673-4822 x121, Fax:325-677-2631

slazarowitz@zacpubs.com

Exhibit Booth Fee for the 99th Annual County Judges and Commissioners Association of Texas Conference Oct.  
11-13, 2021

## Description

Price Per Attached Registration Email Date 06/14/2021.

TFC Contact:

Elyzabeth Strong

512-590-0951

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Fee for 10x10 exhibit booth for State Agency	1	Each	\$600.00	10/11/2021	10/13/2021	\$600.00

Regular price is \$700. Be sure to take advantage of state agency discount.

**NIGP Class:** 963

**NIGP Item:** 37

**Object Class:** 480

**Reimbursement Type:** Not Reimbursable

**Notes:** Must be paid with this year's funds to reserve booth. Email Elyzabeth Strong for online registration instructions.

Note to Fiscal: split between org codes:

0307-25% - \$150.00

0319-25% - \$150.00

0321-25% - \$150.00

0330-25% - \$150.00

**Grand Total \$600.00**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2021
<b>Division</b>	Executive
<b>Program</b>	Surplus Property - Federal/State
<b>Phone</b>	5125909501
<b>Org Code</b>	0319 - F S P Fort Worth
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: \_\_\_\_\_

Jordan, Michelle - CTCD,

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)